

☞ *Washington Township School District* ☞  
*Board of Education*  
*"Making a Difference"*

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May 8, 2015

Re: 2015-2016 Childcare Transportation Requests

Dear Parents,

Parents occasionally require that their child(ren) be dropped off and/or picked up at a different location than their regular bus stop. Based upon board policy, we will make every effort to make that accommodation.

New Requests: The Board of Education will honor new childcare requests for transportation for the 2015-2016 school year under the provisions outlined in the district's transportation policy. All new childcare transportation requests must be submitted in writing by the end of the school year. When you make a new transportation request, make sure your letter contains your child's name, school, grade, and the new morning pick-up address and afternoon drop-off address, (note: your child(ren) will be assigned to the closest designated bus stop).

Changes to Existing Transportation Plans: When a transportation change is necessary, please indicate your child's name, school, grade, and the new morning pick-up address and new afternoon drop-off address, (note: your child(ren) will be assigned to the closest designated bus stop).

No Change Necessary: Unless we hear from you we will assume that your existing transportation arrangements will remain the same for 2015-2016 school year.

Thank you,

Peggy Edmiston  
Transportation Coordinator